

**South East Regional Trauma Council  
Executive Committee Meeting  
Labette County Medical Center  
Conference Center  
1:00 p.m. – 2:30 p.m.  
November 20, 2003**

**Minutes**

**Present:** Dr. Sonya Culver, Susan Souders, Susan McDaniel, Tom Pryor, Chris Way, David Cowan, Debbie Baugher, Jeanie Beason, Kristi Keating, Terry Staggs, Michelle Jones, Rosanne Rutkowski, Kendra Tinsley, Michael Deegan

**Call to Order**

Chris Way  
Chairperson

**Approval of the minutes from 18 September 2003 executive committee meeting**

**MOTION:** Approval of the minutes from the September meeting was moved by Susan Souders, with Jeanie Beason providing the second. The motion was approved by unanimous voice vote.

**TBI Systems Planning Project**

Michael Deegan  
SRS

Michael Deegan, Project Director for the Traumatic Brain Injury (TBI) Planning Project that is located in the Kansas SRS Division of Healthcare Policy's Community Support Services unit, was introduced to speak about the project under his direction.

Over two years ago, the Health Resources and Services Administration (HRSA) approved a grant funded traumatic brain injury-planning project for Kansas. A state action plan regarding traumatic brain injury was written with the help of the TBI advisory board (appointed by the Secretary of SRS) and a survey completed by individuals who had experienced a TBI. The survey indicated that many individuals who have experienced a traumatic brain injury leave the hospital with little information regarding resources or things to expect following such an injury. Access to services and access to the system are barriers with regard to individuals dealing with TBI. The action plan established objectives for key services and service systems. The state plan has been published and is available on the SRS website.

For the second and current phase of the project, HRSA funded a 3-year implementation grant that commenced in April 2003. During the planning phase, professional education with regard to traumatic brain injury emerged, as a clear need.

Public forums will be completed that include a broad range of healthcare providers throughout the state in a total of six communities. The forums will create opportunities for information sharing and awareness building. The education needs of the providers with respect to TBI will be more clearly defined through this process. An education program will be completed based on the information obtained from the forums. Technical assistance would be provided over the long-term. Mr. Deegan offered his technical support to the

regions and invited their feedback presently and in the future with respect to professional education regarding traumatic brain injury. He also invited participation in the public forums this spring. Feedback from providers is needed to determine perceived education needs. Mr. Deegan provided the Traumatic Brain Injury Action Plan for Kansas and he provided a TBI assessment information packet for physicians published by the Centers for Disease Control.

Mr. Deegan shared that the 3<sup>rd</sup> annual TBI/spinal cord injury conference will be held at the VA Hospital in Wichita on May 25 and 26. Additional information will be forthcoming. A walk through the various stages of care from point of injury to community supports will be provided.

### **Trauma Program Update**

Rosanne Rutkowski  
KDHE Trauma Program

The ACT meeting was held in Topeka on November 19. Chris Way provided the KRTC report and the SERTC report. The ACT heard about regional trauma plan development and that many regions would be using their \$10,000 allocation for plan development.

The education contract was renewed for another year with three current education programs. A sub-committee of the ACT will consider ways to revise the contract for the next contract year (December 2004). The education funding may be decreased for the upcoming contract year to be more consistent with education requests from the first two years of the project.

Chris Way discussed that the regional trauma plans will require time and commitment. It is state law that the plans are completed. (Rosanne provided a sample plan to the committee that the ACT approved yesterday). The committee discussed the development of a region-wide diversion policy. A standardized method of going on diversion and informing agencies and providers of status was discussed as a need. Facility verification should remain a priority. The Level 1 and 2 centers are completed. The level 3 and 4 centers will require a resource assessment. The State will develop a survey tool by way of committee. A train the trainer model will likely be used for those going out to complete the surveys.

A sub-committee of the ACT will convene to determine phase 2 of the emergency medical dispatch grant. Chris is on the EMD sub-committee.

With respect to the trauma registry, 112 of 122 hospitals have been trained. In 2004, data validation and completeness will be the priority. Data is being submitted, however it is very preliminary data.

### **Reports from sub-committees**

- Education

Susan Souders,  
Chairperson

- ATLS course planning.

Susan Souders, Chair, provided the update. The ATLS brochure has been approved and those need to be disseminated to as many people and organizations as possible. The ATLS course has been scheduled on February 27 and 28 at Labette County Medical Center in Parsons.

A TNCC instructor course has been scheduled on January 29 at Coffeyville Regional Medical Center in Coffeyville. Darlene Whitlock and Anne Murrow will be teaching the course. A big thanks goes out to Susan McDaniel for coordinating this effort.

- Trauma Triage, Transport, Transfer Chris Way  
Chairperson

Chris Way, Chairperson, reported that there was not a formal report. However, he indicated that this sub-committee would be very active in regional trauma plan development.

- By-Laws David Cowan  
Chairperson

David Cowan, Chair, was not present, however Chris Way introduced discussion regarding staggered terms of office. Chris advised the committee that it would be important to keep half of all disciplines represented on the executive committee for consistency and to mentor new members. This would require a bylaws amendment.

**Motion:** A motion to amend the bylaws to maintain one person from each discipline on the executive committee for one more year so that for the initial terms of office, half of the executive committee slots would expire after two years and half would expire after three years was moved by Susan Souders. Tom Pryor seconded the motion. The motion was approved by unanimous voice vote.

The committee discussed the necessity of term limits during the early stages of RTC development. Add to the January agenda for discussion.

Nomination forms will be mailed to the general membership at least two months prior to the general meeting to allow sufficient time for nominations and processing. The Chairperson will mail a letter with the nomination form outlining the process.

### **Old Business**

Chris Way  
Chairperson

- RTC representative meeting update

Chris Way provided the KRTC report to the ACT on November 19. Chris reported that the existing education contract was discussed at length during the ACT meeting. A sub-committee of the ACT will convene to discuss the 2005 education contract needs.

The ACT voted to amend the current KFMC contract to include another coordinator to assist the regions with regional trauma plan development. This will provide the necessary support to coordinate and write the trauma plan.

The \$10,000 allocation for each region may not be used for equipment, supplies, or a consultant. Chris recommended that a large portion be spent on the regional trauma plan. Individuals and organizations within this region need information regarding the benefits of an organized trauma system. They also need to be encouraged to be an active participant in the planning.

- Budget update

A sample budget for the \$10,000 allocation was reviewed. KFMC will collect and enter the data from all of the planning meetings. In the sample budget, \$2,000 was proposed for data processing, entry and formatting by administrative support. The sample budget was for discussion only. The state is going to try to put a communications and marketing video

together and the State will develop a standardized PowerPoint presentation for the regions to use when visiting agencies and organizations.

### **New Business**

- Letter of support request from SERTC

KFMC will be submitting an application for the traumatic brain injury awareness activities grant. Kendra requested a letter of support from the SERTC. A sample letter was reviewed.

**MOTION:** Dr. Culver moved approval of the letter as submitted and should be mailed to Larry Pitman. Susan McDaniel provided the second. The motion was approved by unanimous voice vote.

- Schedule general membership meeting

The next general meeting was scheduled for February 19 at Labette County Medical Center in Parsons from 1:30-4:30. Dr. Osbert Blow, Trauma Medical Director at Overland Park Regional Medical Center will be asked to speak about trauma systems development. Kendra will talk with Dr. Blow and email the executive committee regarding his availability.

### **Announcements**

Dr. Culver informed the committee that she would begin calling potential ATLS course participants by the second week of January if the class has not been filled. She reiterated to the committee that the SE region runs the risk of losing future opportunities to host an ATLS course within the region each time the course fails to fill up. Dr. Culver assured the committee that she would do whatever necessary to ensure the success of this course in the SE region.

The next executive committee meeting has been scheduled on January 15 at the Labette County Medical Center.

### **Adjournment**

Dr. Culver moved adjournment of the meeting with Susan Souders providing a second. The motion was approved by unanimous voice vote.